



COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS



DEPARTMENT OF CORRECTIONS

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Part	Section	Subject	Policy No.	Review Date
Institutional Operations	Security and Control	Inmate/Detainee Movement	3.1.8	
ACA Standard	ACA Standard 3-ALDF-3A-15 Staff Regulate Inmate Movement			
Consent Decree	Paragraph 54 Develop Facility Policies and Procedures			

I. PURPOSE

To describe the procedures that will be used in the Department of Corrections facility to ensure proper control of inmates/detainees movements.

II. POLICY

It is the policy of the Department of Corrections to enforce internal movement controls to ensure inmates/detainees do not evade the officer's supervision, plan escapes or engage in other impermissible activities.

III. PROCEDURAL GUIDELINES

All inmates/detainees movements from one location to another in the Department of Corrections facility will be controlled and supervised by the Shift Commander. This includes all individual and group of inmates/detainees movements to visitation and other programs.

A controlled movement system will be used to limit the times during the regular business day during which the inmates/detainees may move from one area to another area.

The shift commander and Central Control will coordinate inmate/detainee movement through a schedule and must be supervised by the escorting officer/s.

For activities not regularly scheduled, the shift commander may issue an individual pass to the inmates/detainees involved. Such passes typically are issued for off-island visitors, other law enforcement agency interviews, and attorney visits. Passes will include the following:

- A. Inmates/detainees name and number
- B. Time issued
- C. Destination

- D. Name of employee requesting the pass
- E. Name and signature of officer issuing the pass
- F. Inmates/detainees time of arrival at destination
- G. Time of departure from destination to point of origin
- H. Time of return to point of origin

Escorting officers must be especially alert to the movement of an inmate/detainee or groups of inmates/detainees that appear out of context with scheduled activities.

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Date

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Director of Corrections

10/22/07
Date

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Commissioner of Corrections

10/22/07
Date